

ECF Update

Volume 2, Issue 1

March, 2005



Court Information

- **ECF Help Desk**
800-442-6850
- **Online ECF Help**
www.txnb.uscourts.gov/help
- **Website**
www.txnb.uscourts.gov



ECF or Diskette Filing Document Types

Petitions, pleadings

- PDF FORMAT (scanned documents)

Matrices

- TXT (text) FORMAT

Orders in ECF Order Upload

- WORD PROCESSING FORMAT (specifically, WordPerfect or Microsoft Word)

Elimination of Redundant Paper Noticing

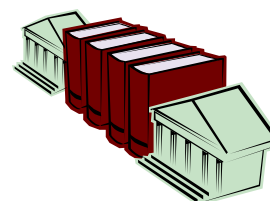
- ECF customers from across the United States have expressed their frustration in receiving duplicate notices, one in electronic format from the clerk's office and the same document in paper format from the Bankruptcy Noticing Center (BNC). In response, the Judiciary has approved for distribution to courts the "Reduced Paper Module" (RPM).
- The Northern District of Texas Bankruptcy Court has installed the RPM module and effective March 1, 2005, duplicate paper noticing by the BNC was discontinued, except for the "Notice of First Meeting of Creditors." The "Notice of First Meeting with Creditors" will continue to be sent by the BNC through the mail, as well as by e-mail, since only the paper copy of this notice provides parties with the debtor(s)' complete social security number.
- The RPM will greatly reduce costs incurred by individual courts for paper noticing and save many valuable environmental resources. Thank you for expressing your concerns in this regard. **YOUR VOICE WAS HEARD!**

Filing Amended Matrices and Schedules

When amending Lists and Schedules, Local Rule L.B.R.1009.1 applies:

- (1) *Amendments to Mailing Lists.* Whenever schedules or amendments add new entities or make corrections to mailing addresses, the debtor shall file with the document an amended mailing list that shall include **only** the names and addresses of entities to be added or corrected. The appropriate filing fee should be paid at the time of filing.
- (2) *Amendments to Schedules.* Where creditors are added by amendment to the schedule after the original notice of the meeting of creditors pursuant to 11 U.S.C. 341 (a) has been sent out, the debtor's attorney (or debtor, if pro se) is responsible for giving notice to each such creditor of the filing of the bankruptcy and all applicable bar dates and deadlines if these bar dates and deadlines have been set at the time of the amendment.
- (3) If filing schedules D, E, F, the appropriate filing fee is required upon filing.

Searchable Opinions—In accordance with the E-Government Act, we have added the ability to search Opinions and all other documents posted to our website. Our new search feature allows you to search for specific words in all text-based documents on our site including PDFs converted from a word processing document using Adobe® Acrobat® search capabilities.



Practice Pointers for Motions Initiating Contested Matters

General Order 2005-01 authorizes the use of negative notice language requiring a response for **most** contested matters for which the moving party does not anticipate opposition.

The following pleadings are excepted from General Order 2005-01 and, therefore, negative notice language requiring parties to respond **may not** be used, without a prior court order.

- Motions to dismiss filed by a party in interest other than the debtor
- Motions to convert filed by a party in interest other

than the debtor

- Motions for the use of cash collateral
- Motions for financing authority
- Motions to assume or assume and assign executory contracts and unexpired leases
- Objections to claims in Chapter 11 cases

For these excepted pleadings (other than motions for relief from stay), the movant must either (1) obtain and serve notice of a hearing or (2) request that the court order an an-

swer or response to the pleading and authorize the use of negative notice language.

Requests for the court to order an answer or response may be included in the body of the excepted pleading, or filed by separate motion.

If the court grants the request, the court's order will direct the moving party to file and serve a notice (see General Order 2005-01, §4). A form notice is available on the court's website at www.txnb.uscourts.gov/forms/BTXN173.php. The CM/ECF event *negative notice re: contested matters* should be used to docket the notice.

New Look for ECF Screen

The initial docketing screen in ECF has a new look effective April 4, 2005! Now you will be able to immediately view the case status such as dismissed, closed, converted, and many others. Also displayed are the dates the case was filed, reopened, converted, dismissed, discharged and

closed. You will have easy access on each screen to go directly to PACER to browse case summary, history, parties, filers, creditors, the docket sheet, deadlines/hearings, case status, and pending motions. Each of these options will be displayed in a new window eliminating the need to leave your current docketing

screen to look up case information. An example of the new screen layout is provided below. This should help you by providing more information about the case while you are docketing.

ECF Bankruptcy • Adversary • Proposed Order Upload • Query • Reports • Utilities • Logout ?

File a Motion: CONVERTED

[04-30008-13 Lynn K. Johnson and Mike Johnson](#)

Filed: 01/08/2004	Closed:
Reopen:	Dismissed:
Converted: 10/20/2004	Discharged:

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

Changes to Case Opening and Post-Petition Filings

Joint Debtor Default—When a new case is opened manually using File New Bankruptcy Case and there is a joint debtor to add, the role type on the Party Information screen will automatically default to Joint Debtor. This should reduce the number of errors regarding the wrong selection for the role type. It will already default to the correct selection.

On the Notice of Electronic Filing Screen—A big red bold link appears on the Notice of Electronic Filing, creditor maintenance menu when a voluntary bankruptcy case is filed (not through Case Upload). The link will also appear after filing a matrix, amended matrix, and amended matrix and schedules events. This change is designed to remind users to upload your matrix text file after filing a new case or amending the matrix. This will help reduce the occurrences for debtor's attorneys to re-notice the 341 Meeting of Creditors because the matrix was not uploaded at the time of filing.

Bookmark ECF—

For easy, one-click access to our website or ECF, bookmark them in your local browser. While you're viewing a web page you want to save, open the Bookmarks menu if you're using Netscape Navigator, or the Favorites menu if you are using Internet Explorer. Click Add Bookmarks in Netscape Navigator, or Add to Favorites in Internet Explorer, and it's done!

Helpful Hints in Working with PDF Documents

Opening a Document

1. To open an existing PDF document, select Open from the File menu.
2. Locate and select the PDF document you want to open.
3. Click the Open button.

Saving a Document

1. To save a new PDF document, select Save from the File menu.
2. Select the location where you want to save the document.
3. Make changes to the file name if desired.
4. Select Adobe PDF Files (*.pdf) from the Save as Type drop-down menu.
5. Click the Save button.

Rotating a Page

1. Select Rotate Pages from the Document menu, or press Ctrl + R.
2. Select rotation from the Direction pull-down menu.
 3. If you want to apply rotation to all pages, click the From button and enter the page range.
 4. Make other changes as desired.
 5. Click the OK button.
 6. Click the Yes button to confirm the change.

Extracting a Page

1. Select Extract Pages from the Document menu.
2. Specify the page(s) you want to extract.
3. To delete the pages from the document after they have been extracted, check the Delete Pages After Extracting box. If you do not select this option, the extracted pages will remain in the original document after they have been extracted.
4. Click the OK button.
5. If prompted, click the Yes button to confirm the deletion.

Deleting a Page

1. Select Delete Pages from the Document menu, or press Ctrl + Shift + D.
2. Enter the page range to be deleted.
3. Click the OK button.
4. When prompted, click the Yes button to confirm the deletion.

Combining two PDF files

1. With the first document open, select Insert Pages from the Document menu, or press Ctrl + Shift + I.
2. Locate and select the PDF document you want to insert.
3. Click the Select button.
4. Specify whether you want to insert the pages Before or After the First or Last page. Or, you can specify a specific page.
5. Click the OK button.

Moving a Page

To move a page, click and drag the page's thumbnail to a new location.



Adversary Proceeding Docketing

Use the adversary proceeding number rather than the main case number when filing a document in an adversary proceeding. Note: Exception is Motion to Compromise; see ECF Update Vol. I, Issue 4, July 2004.

Begin docketing from the Adversary category. Events listed in this category are specific to adversary proceedings and help us better manage these cases.

For example:

- The Answers > Complaint event satisfies the Answer Due deadline in an adversary proceeding, but Answer/Response (under Bankruptcy category) will not.
- After serving the summons, docket Other Complaint Actions > Summons Service Executed/Not Executed. If you docket a Certificate of Service instead, the adversary proceeding status will not change to indicate that the summons has been served.

Adding Parties—Abbreviate or Not?

Before you add a party during docketing, please perform a search first to see if the party already exists in the database before you add a new one.

Our database has numerous duplicate party names with varying styles of abbreviations. There should be very few circumstances when you will need to add a party.

Perform a search first to see if the party already exists in the database before you add a new one

However, after you have performed your exhaustive search and you cannot find your party, please use the standard abbreviations for party names referenced in the Style Guide section of our online ECF User Manual.

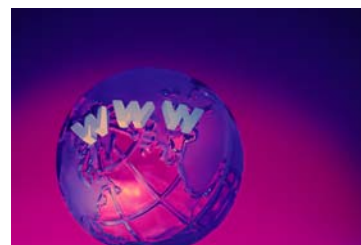
Limiting the number of parties added to the data base saves you time when filing documents and also helps keep party names consistent for future searches.

Website Improvements

We are consistently working to improve the format and content of our website. An on-line survey has been added for you to offer suggestions for improvements. We appreciate any comments or suggestions for improvement you would like to submit.

Links have been added for the Fifth Circuit Court of Appeals and District Court websites. You can find these under links on the home page. We have also added a search engine to allow searches of the entire site.

We are in the process of adding a Frequently Asked Questions (FAQ) section to our website. This is intended to provide ready access to information you may need.



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